

Curriculum Changes, Undergraduate and Graduate

Procedures for Processing Undergraduate & Graduate Curriculum Change Proposals

Policy adopted by the Senate, January 9, 1970; Revised October 6, 2022

1.0 Initiation: Proposals for changes in the curriculum may originate from faculty, departments or schools, deans, college curriculum committees, or the Undergraduate Curriculum Committee.

1.1. The Office of Curriculum, Assessment, and Accreditation shall provide assistance in the preparation of proposals.

1.2. A schedule of deadlines for submission of curricular proposals from the colleges to the Office of Curriculum, Assessment, and Accreditation shall be established and published annually in the Curriculum Guide. Colleges may establish internal deadlines if they so desire.

2.0 The Office of Curriculum, Assessment, and Accreditation Review (CAA): Proposals shall be reviewed for proper format, content, and elements that might conflict with existing policy, regulations, administrative code, or with other agencies

within the university. The Office of Curriculum, Assessment, and Accreditation shall also be responsible for ensuring external

review of proposals are done in a timely manner. This includes review by the CSU Board of Trustees, WSCUC, and the CSU Chancellor's Office as appropriate.

3.0 College Review: Each college shall develop and file in the Office of the Provost procedures for review of curricular proposals, including department or school-level review. Every proposal should be reviewed by the College Curriculum Committee following the procedures outlined by the College. Review should be concerned with the academic merit of the proposal and its relationship to the academic program of other departments or schools and the college as a whole.

4.0 Approval by the dean of the College: In general, every curricular proposal shall be submitted to the dean of the college concerned for approval or disapproval. The dean should announce a decision within 10 academic workdays. The dean's

approval shall be based on the determination that the proposal is consistent with plans for the long-run development of the

college, that all budget needs of the proposal (teaching positions, space, equipment, supplies, staff, etc.) have been considered

carefully, and that the dean is prepared to give the needs of the program high priority in the college's budget.

5.0 When the final form is acceptable to the college, dean, and the department or school, the curriculum proposal, depending on the type of proposal, shall be forwarded by Curriculum Services using the following workflow:

5.1. New Undergraduate Degree Proposals

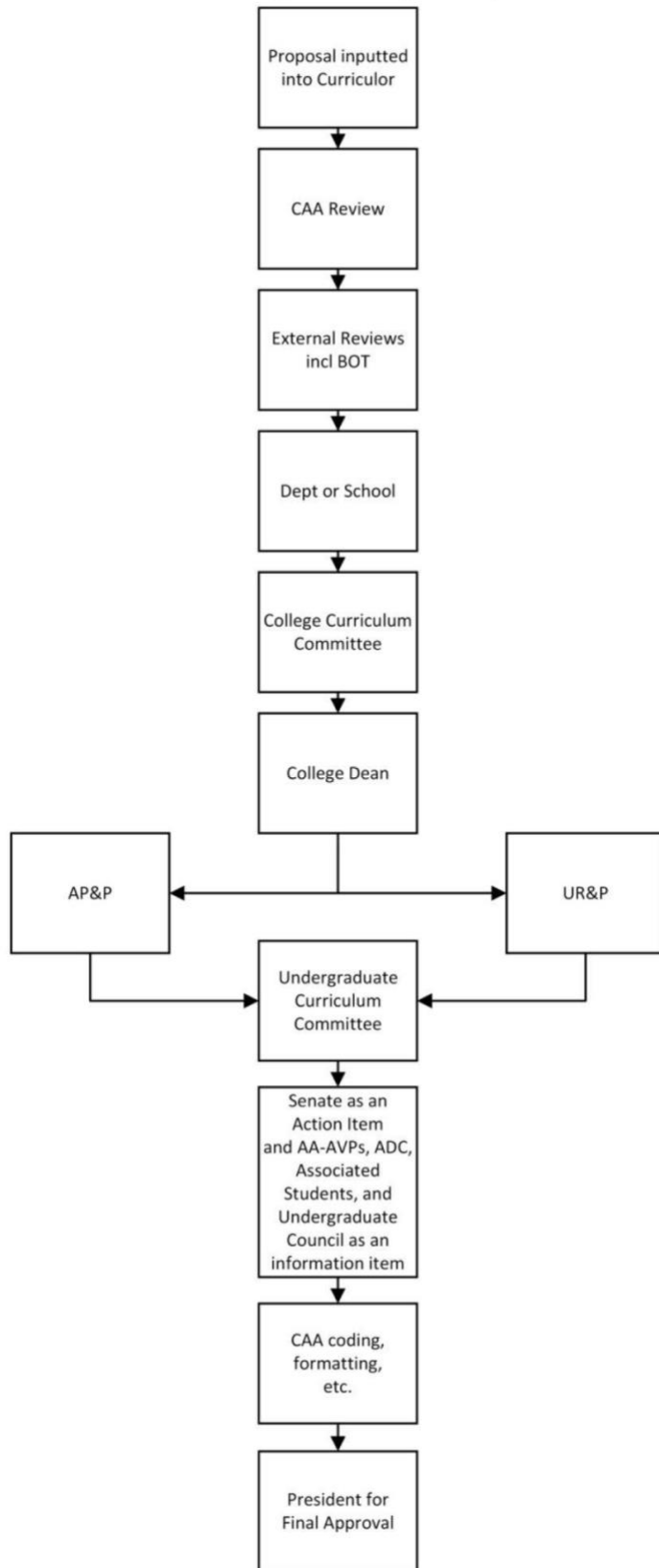
5.1.1. After Intent forms have been submitted and approved by the Board of Trustees as appropriate (for new programs only), requests for new degree programs, new minors, emphases, options, basic certificates, and concentrations not in the Academic Master Plan shall be sent concurrently to the Committee on Academic Policy and Planning to be considered for inclusion in the Academic Master Plan and to the Committee on Academic University Resources and Planning to be evaluated for resource implications.

5.1.2. Proposals approved by APP and URP shall be routed to the Undergraduate Curriculum Committee for approval.

5.1.3. Proposals approved by the Undergraduate Curriculum Committee shall be sent to the Senate as an action item and to the AA-AVPs, Academic Deans Council, Undergraduate Council, and Associated Students as information items. Proposals approved by the Senate shall be sent to the President for final approval. Once approved, the Office of Curriculum, Assessment, and Accreditation will work with the Chancellor's Office, CAL State Apply, and the Registrar's Office to prepare the programs for admissions.

5.1.4. New Undergraduate Degree Proposals Flow Chart:

5.1 New Undergraduate Degree Proposals



5.2. New Undergraduate Courses, Changes in Existing Programs and Courses, and Major Modifications to Existing Courses

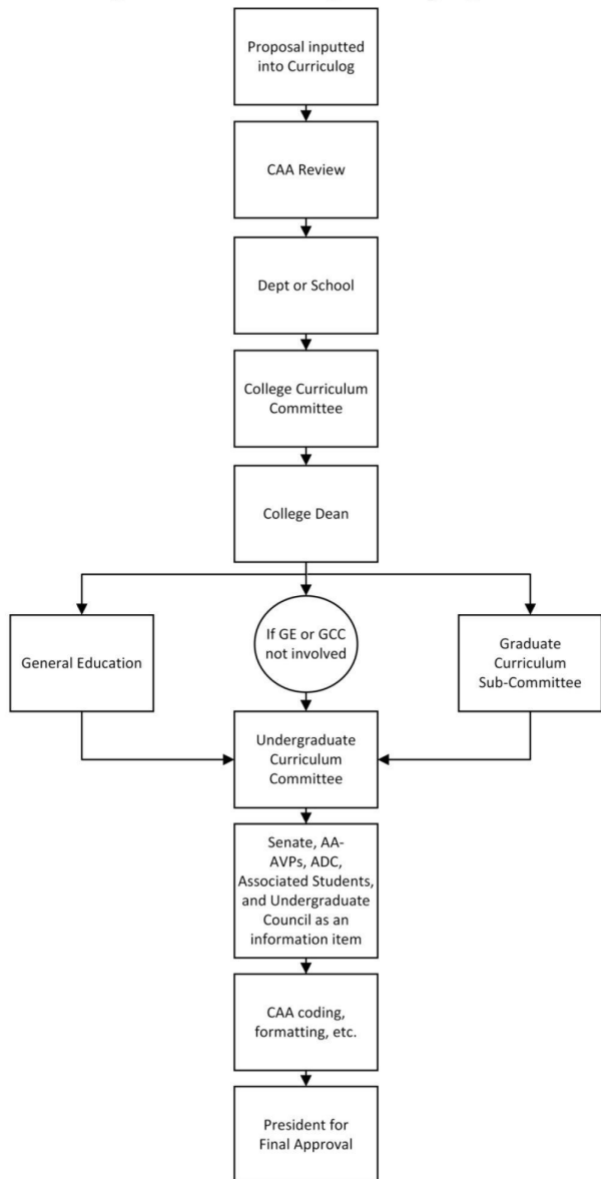
5.2.1. Curriculum proposals for new classes, major changes in existing classes, or programs shall be sent concurrently to the General Education (GE) Committee if changes involve the University's GE program and the Graduate Curriculum Sub-Committee (GCC) for undergraduate proposals that involve classes open to graduate students, for approval.

5.2.2. Proposals approved by GE and /or GCC shall be sent to the Undergraduate Curriculum Committee (UCC). Proposals that do not require review by GE or GCC shall skip step 5.2.1 and go directly to UCC. Proposals for minor modifications to existing undergraduate courses can skip 5.2.2 and go directly to the Senate as information items.

5.2.3. Proposals approved by the UCC shall be reported to the Senate, to the AA-AVPs, Academic Deans Council, Undergraduate Council, and Associated Students as information items.

5.2.4. New Undergraduate Courses and Changes in Existing Programs and Courses Flow Chart:

5.2 New Undergraduate Courses and Changes in Existing Programs and Courses



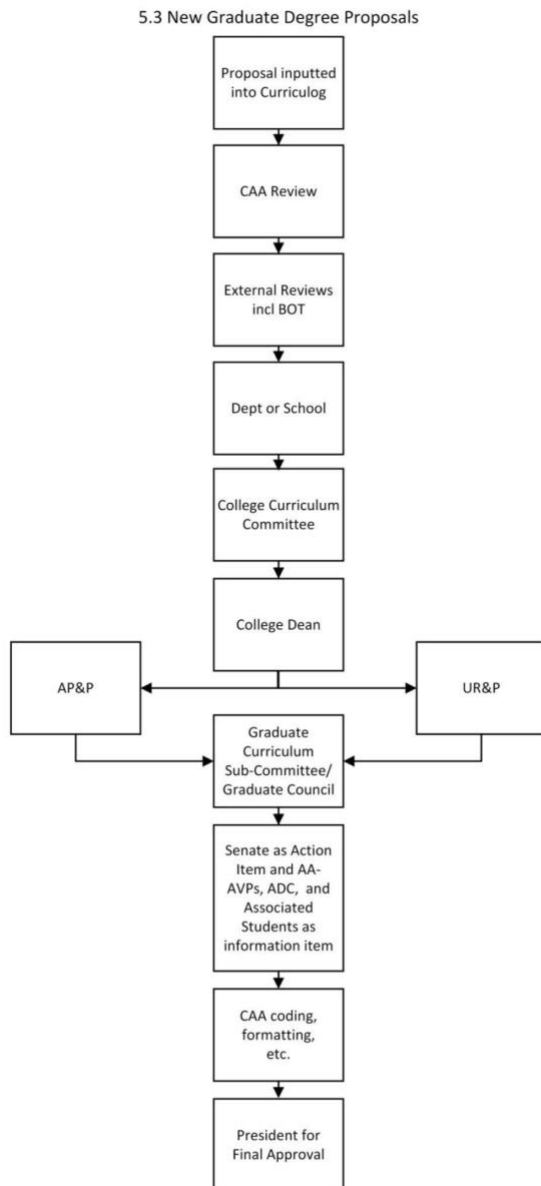
5.3. New Graduate Degree Proposals

5.3.1. After Intent forms have been submitted and approved by the Board of Trustees as appropriate (for new programs only), requests for new degree programs, emphases, options, advanced certificates, and concentrations not in the Academic Master Plan shall be sent concurrently to the Committee on Academic Policy and Planning to be considered for inclusion in the Academic Master Plan and to the Committee on University Resources and Planning to be evaluated for resource implications.

5.3.2. Approved proposals shall be sent to the Graduate Curriculum Sub-Committee/Graduate Council for approval.

5.3.3. Approved proposals shall be sent to the Senate as an action item and to the AA-AVPs, Academic Deans Council, and Associated Students as information items. Proposals approved by the Senate shall be sent to the President for final approval. Once approved, the Office of Curriculum, Assessment, and Accreditation will work with the Chancellor's Office, CAL State Apply, and the Registrar's Office to prepare the programs for admissions.

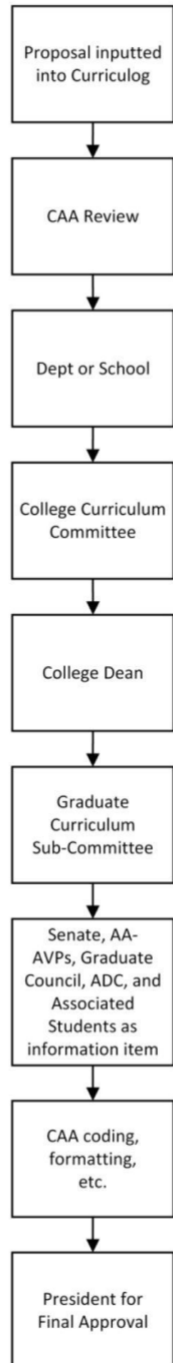
5.3.4. New Graduate Degree Proposals Flow Chart:



5.4. New Graduate Courses and Emphases, and Changes in Existing Courses, Emphases, Advanced Certificates, and Requirements

- 5.4.1. Curriculum proposals shall be sent to the Graduate Curriculum Sub-Committee for approval.
- 5.4.2. Curriculum proposals approved by the Graduate Curriculum Committee shall be reported to the Senate, AA-AVPs, Graduate Council, Associated Students, and Academic Deans Council as information items.
- 5.4.3. New Graduate Courses and Emphases, and Changes in Existing Courses, Emphases, Advanced Certificates, and Requirements Flow Chart:

5.4 New Graduate Courses and Emphases, and Changes in Existing Courses, Emphases, Advanced Certificates, and Requirements



- 5.5. Discontinuance of Undergraduate and Graduate Degree Proposals
- 5.5.1. Requests to discontinue Undergraduate Degree Programs, which will include a teachout process,

shall follow the same workflow as that for new programs outlined in 5.1. Following approval by the College Curriculum Committee and College Dean and review for accuracy by CAA, the proposal shall be forwarded to AP&P and URP, and, upon approval, move to the Undergraduate Curriculum Committee for approval. Undergraduate Degree Proposals to discontinue existing degrees approved by Undergraduate Curriculum Committee will be routed to the Senate as an action item and to the AA-AVPs, Academic Deans Council, Undergraduate Council, and Associated Students as information items. Proposals approved by the Senate shall be sent to the President for final approval. Once finalized, the Office of Curriculum, Assessment, and Accreditation will notify the Chancellor's Office and other external bodies.

5.5.2. Requests to discontinue Graduate Degree Programs, which will include a teach-out process, shall follow the same workflow as that for new programs outlined in 5.3. Following approval by the College Curriculum Committee and College Dean and review for accuracy by CAA, the proposal shall be forwarded to AP&P and URP, and, upon approval, move to the Graduate Curriculum Sub-Committee/Graduate Council for approval. Graduate Degree Proposals to discontinue existing degrees approved by the Graduate Curriculum Sub-Committee/Graduate Council be routed to the Senate as an action item and to the AA-AVPs, Academic Deans Council, Graduate Council, and Associated Students as information items. Proposals approved by the Senate shall be sent to the President for final approval. Once finalized, the Office of Curriculum, Assessment, and Accreditation will notify the Chancellor's Office and other external bodies.